

OFFICE OF THE INSPECTOR GENERAL

Duty Statement

Classification: Deputy Inspector General, Bureau of Independent Review

Position Number: 297-001-9705-XXX

Incumbent:

SECTION A: GENERAL DESCRIPTION

Under the general direction of a Senior Assistant Inspector General, Bureau of Independent Review, the incumbent will review, monitor, oversee and conduct investigations into the most sensitive, complex, controversial, or other high level allegations of serious misconduct occurring within the Youth and Adult Correctional Agency, including the Departments of Corrections (CDC) and the Youth Authority (CYA). The incumbent will apply sound monitoring, review and investigative principles that insure the appropriateness, fairness and timeliness of disciplinary systems within these State entities. The incumbent will frequently travel to prisons, regional offices and headquarters in Sacramento. The incumbent will be appointed as a peace officer during the period of employment.

Core Competencies:

- Knowledge of the mission, protocols and regulations of the Office of the Inspector General and the Bureau of Independent Review.
- Knowledge of applicable provisions of the California Penal Code, Evidence Code, Government Code and Code of Civil Procedure.
- Knowledge of the legal practices pertinent to the California peace officer discipline process, including internal affairs and criminal investigations of sworn and non-sworn staff.
- Knowledge of major investigative methodologies.
- Knowledge of criminal and personnel investigative techniques and procedures.
- Knowledge of interview, information, and intelligence gathering methodologies.
- Knowledge of principles, procedures, and trends in corrections and parole.
- Knowledge of applicable laws of arrest.

(Deputy Inspector General)

- Knowledge of an individual's constitutional rights related to arrest, including proper tactics and use of force in affecting arrests.
- Knowledge of rules of evidence to include securing, preserving, and handling of evidence.
- Knowledge of rules of search and seizure and service of legal process.
- Knowledge of principles, practices, and techniques of rehabilitating antisocial behavior.
- Knowledge of law enforcement tactical operations and officer safety techniques.
- Ability to gather, prepare and preserve evidence.
- Ability to establish and maintain cooperative relationships with staff from law enforcement agencies, district attorneys and other government agencies.
- Ability to prepare and present accurate, timely, and concise written reports.
- Ability to analyze situations accurately and take effective action.
- Ability to plan and conduct investigations.
- Ability to operate a motor vehicle safely
- Ability to use, maintain, and qualify with firearms.

SECTION B: ESSENTIAL FUNCTIONS

An incumbent must have the ability to perform the following essential functions with or without reasonable accommodations.

<u>Percentage of Time</u>	<u>Task</u>
50	<p>Monitor, Review and Report on complex and sensitive criminal investigations at youth and adult correctional facilities and report compliance/non-compliance with applicable state and/or federal laws.</p> <p>Conduct reviews/investigations of the Department of Corrections and Youth Authority internal investigative procedures to ensure compliance with laws, rules, regulations and policies. Prepare written report of findings.</p> <p>Conduct investigations of allegations of criminal activity and/or misconduct by staff, inmates, wards, and parolees.</p>

50

Plan, coordinate, and participate in enforcement actions involving criminal suspects.

Participate in undercover and covert surveillance of criminal suspects and disciplinary matters.

Assist law enforcement agencies in conducting investigations.

Interrogate and interview suspects and witnesses associated with criminal activities and/or misconduct.

Meet and confer with legal counsel to prepare case(s) for court proceedings and/or administrative hearings.

Make arrests when criminal activity is identified.

Serve search warrants to seize evidence of criminal activity and/or administrative warrants in the case of other misconduct.

Provide consultative services to federal, state, and local law enforcement agencies relative to criminal activities and disciplinary matters.

Investigate allegations of illegal activities or irregularities by youth and adult correctional facilities staff.

Review and investigate inmate complaints. Prepare investigative reports.

Travel to and from correctional facilities and headquarters to report investigative findings as required.

(Deputy Inspector General)

SECTION C: NON-ESSENTIAL OR MARGINAL FUNCTIONS

Alternatives will be considered for an incumbent who is unable to perform the non-essential or marginal functions of the job based on a disability, as defined by the American with Disabilities Act.

None

By signing this document, I acknowledge receipt and understanding of the requirements and duties of the position.

Employee Signature

Date